

# BALTIMORE COUNTY OFFICE OF CENTRAL SERVICES

Records Management Division

SCHEDULE NO.

C-630

PAGE NO.

#### RECORDS RETENTION AND DISPOSAL SCHEDULE

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	PERMITS & LICENSES	Al	LL DIVISIONS
	AGENCY		DIVISION
ITEM NO.	DESCRIPTION		RETENTION
1.	SUPERSEDES SCHEDULES C286, C297,C314,C380A, AND C423  ADMINISTRATION  GENERAL CORRESPONDENCE  Subject arrangement of original incomposition of copies of outgoing letters, memorandal reports, directives, policies, and other related to the administration of the active of the second control of the second contr	ing letters, studies, ner materials	Screen annually and destroy that material no longer needed for current business.
9	INOCCETATA DED CONNET ETT EC		Directives, policies, and other material related to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.
2.	UNOFFICIAL PERSONNEL FILES Files contain information on current emay contain but are not limited to conapplications, annual reviews, reprimar disciplinary actions, awards, doctor reports, resumes, etc.	pies of nds and	Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two (2) years after termination, then destroy.
	LE APPROVED BY	SCHEDULE APPROVED BY	- OFFICER
9// /DAZE	S MANAGEMENT OFFICER  1/88 Derall a Lucel  SIGNATURE	COUNTY ADMINISTRATIVE	SIGNATURE ROLLING
	LE APPROVED BY OR DIVISION REPRESENTATIVE  SIGNATURE	SCHEDULE APPROVED ES STATE ARCHIVIST	Read June



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ITEM NO.	DESCRIPTION	RETENTION
3.	LEAVE AND TIME SHEETS This file contains office copies of employees annual leave and daily time recordings (biweekly copies of time sheets, and computer biweekly printouts).	Retain for one (1) year, then destroy.
4.	BUDGET RECORDS Annual Budget Submissions Monthly Budget Printouts Work papers	Retain annual submissions for five (5) years, then destroy. Retain all other papers for two (2) years, then destroy.
5.	GENERAL ACCOUNTING RECORDS Files contain office copies of: Goods Received memoranda, billing invoices, expense/travel reports, petty cash vouchers, mileage reports, direct payment forms, paid bills, ticket books, deposit slips, receipt books, etc.	Retain for three (3) years, then destroy.
6.	PURCHASE ORDERS AND REQUISITIONS These files contain Purchase Orders and Purchase requisitions and purchase order log books.	Retain for three (3) years, then destroy.
7.	FIXED ASSET FILE Fixed asset printouts (including vehicles) IRA Forms (office copy) Lost/Stolen Forms (office copy) Surplus Forms (office copy) Transfer Forms (office copy)	Retain fixed asset printout for one (1) year, then destroy. Retain all other completed forms for three (3) years, then destroy.
	APPLICATIONS & PROCESSING FILE	
8.	COMMERCIAL BUILDING PERMITS  These files consist of commercial building permits (long and short form) issued by the department. These include but are not limited to Alterations and Additional, antennae, radio towers, windmills, flagpoles, area lights, blasting, bulkheads, change of occupancy, circuses, carnivals, fences, private bridges, razzings, retaining walls, signs, signs (temporary), sprinkler, storm water management, swimming pools, tanks, temporary structures, tents, satellite structures, tents, satellite dishes, viaducts, tunnels, free standing chimneys, and grain elevators.	Microfilm. Retain film in office for five (5) years after sending security copy to Records Management. Destroy after five (5) years. Retain master negative permanently and transfer periodically to Maryland State Archives.



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ITEM NO.		DESCRIPTION	RETE	NTION
9.	These from ade out limited Alteration chimneys fences, grading walls, structures.	CIAL BUILDING PERMITS  les consist of Residential Building Permits  by the Department. They include but are not to Accessory Structures:  lon-additions, bulkheads, free standing s, piers, pilings, fences (over 42"), 6' fireplaces, solid fuel burning stoves, moving, new dwellings, razzings, retaining swimming pools and hot tubs, tanks, temporary res, (tents), towers, windmills, antennae, te dishes, viaducts, tunnels, tennis courts.	records af checked an Send secur Records Ma Retain fil years, the Retain ma permanent	m for five (5) n destroy. ster negative ly and transfer lly to Maryland
10.	These and types of plumber after the marked was	PERMIT APPLICATIONS The the original applications made for various plumbing permits initially made by the The applications are used as working copies the permit is issued. The applications are with the permit number and the date of issuand the they become only an office cross te.	three (3) permit is denied, th	office for years after issued or en destroy.
11.	Inspect:	POST CARD PERMITS  ions are recorded on inspector's copy of (dated and signed). Permits are filed ally by permit number.	Retain for years, the	three (3) n destroy.
12.	Plumbing when give copy, definalize	G PERMITS (Final Inspection Record) g Permit (inspector's copy) all inspections yen on job site are recorded on back of blue ated and signed by the inspector. Permits whe ed are filed in office by district, cically by street name.	then destr	r final entry,
13.	These be applicat the owne applicat	PPLICATION REGISTER  books contain a numerical listing of the water  cions accepted by this department. They show  er's name, location of the property, date the  cion was received and date the application was  ed to the Bureau of Water Supply.	Retain for years afte then destr	r final entry,
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#### RECORDS RETENTION AND DISPOSAL SCHEDULE

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TTEM DESCRIPTION RETENTION

14. CASH SLIP RECEIPTS

These are cash receipts made out by the Department of Permits and Licenses in receipt for money paid for permit applications, licenses, penalties, code books, etc. The department retains the white (original) copy. They show the date, applicant's name and address, fee, name of person who made out the receipt, how many licenses, books, etc. were received by the applicant.

Retain for three (3), years after date of issue, then destroy.

BUILDING PLANS REVIEW DIVISION

15. BUILDING PLANS AND SPECIFICATION FILES

This file consists of rolled drawings and blueprints submitted with applications for building permits pursuant to the building code.

Residential Plans - are filed and available for the use of inspectors during construction.

Commercial Plans - Reviewed for conformity to code requirement before permit issuance and are used for reference and inspection purposes.

Specification Books - submitted with plans for requirements. They are referred to during plan commercial buildings as part of code review but referenced infrequently thereafter.

Retain active files for three (3) years after plant is approved, then destroy.

16. | PLANS REVIEW CORRESPONDENCE

These files contain correspondence relating to plan review and are filed by year and permit number. The correspondence requests revised plans, additional information, cites code requirements, and notifies builders of approval or disapproval of proposed uses of new or tested building materials.

Screen annually and dispose of that material no longer needed for current reference. Retain directives and policies that illustrate the development of the agency permanently for eventual transfer to the Archives.



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		<u> </u>		5 of 9
NO.		DESCRIPTION	RETE	INTION
17.	BUILDING These an	BUILDING INSPECTION DIVISION  G INSPECTOR'S COMPLAINTS (FROM THE PUBLIC) re forms describing complaints received by ors from the public and describes the tion of the complaint.	B	three (3) years of complaint, se.
18.	This is "office	G PERMIT APPLICATION FILE  a file of forms which are the original or copy" of applications made for the various f building permits.	B .	five (5) years of issuance, oy.
19.	When an Building applicar fifteen matters contain	application is rejected or cancelled by the application is rejected or cancelled by the gengineer after fee has been paid, the nt may appeal to the Circuit Court within (15) days, the Court hears and determines all relating to the application. This file cancelled applications and related documents respondence. After file is closed, it is	one (1) ye microfilm. for five (	Retain film
20.	The cert master p license. the plum amount c	PLUMBING INSPECTION  CATES OF INSURANCE tificate of insurance has to be obtained by plumbers before Baltimore County will issue a . The certificate of Insurance verifies that mber has general liability insurance in the of at least \$300,000 and property liability ce in the amount of at least \$100,000.		ten (10) years of issuance, oy.
21.	These fi outgoing document contains	G INSPECTION DIVISION CORRESPONDENCE iles contain copies of original incoming and g correspondence to all licensees and finance ts covering sewer and water hookups. It also s letters regarding directives, policies and aterial related to the administration of the	no longer current re directives that illus developmen permanentl	that material needed for ference. Retair and policies
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ITEM NO.		DESCRIPTION	RET	ENTION
22.	These fi	Y OWNER COMPLAINT FILES iles contain correspondence from property in the form of a complaint about work being plumbing code violations.	£	three (3) years e of complaint, coy
23.	These and a plumbid violation	G VIOLATIONS re responses to property owner complaints after ing inspector investigates to determine if a condoes, in fact, exist. If so, a violation is issued, requiring the work to be corrected.	r after vio	three (3) years plation is issued coy.
24.	These fi are file by the p	ATION OF PLUMBING PERMITS iles contain cancelled plumbing permits, which ed with active permits. Permits are cancelled property owner or plumber and cannot be rred to another plumber.	after cand	three (3) years cellation, then
25.	VARIANCE These for owner or that is	iles contain variances obtained by the propert r plumber on work that is being done or work completed.	after the	three (3) years variance is or denied, then
26.	SPECIAL These freports, affairs with pro Electric These re	INVESTIGATION AND REPORTS FILE iles contain special investigation requests are, fire investigation reports and community complaint records and current defects on jobs ogress on same. It also contains Health, cal, Plumbing, Fire, and Building reports. Exports are in conjunction with the housing ion required by this division and the ationed agencies.	d years aft completed,	office three (3) cer inspection is then destroy.



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7 of 9 TTEM DESCRIPTION RETENTION NO. ELECTRICAL INSPECTION DIVISION Retain in office for three 27. ELECTRICAL PERMIT APPLICATIONS These files contain the original application submitted (3) years after permit is by electricians. They are reviewed for adequate issued then transfer to information of work being done and correct signature the Electrical Inspection Office as a non-record and of representative of company. After permit is issued, the application is retained in Electrical Inspection may be destroyed when no Office file as a cross reference. longer needed. 28. **ELECTRICAL PERMITS** Retain inspector for three The form shows the following: permit number, date and (3) years after final job location, district location of job, owners name, inspection, then destroy. building contractor, (if applicable) occupant, type df Keep License Counter Copy structure(old, new, commercial, residential), for three (3) years after electricians name, company name, address, phone date of issue, then number, license number, existing meter number, pole destroy. Other copies are non-record and can be number, inspection requested, date, description and amount of work being done, amount paid, cash slip destroyed. number. In addition, the inspectors copy contains the inspectors reports, and dates on the back. PLUMBING BOARD PLUMBING LICENSES - COMPUTERIZED 29. Retain application renewal These files contain yearly renewal application cards, card for three (3) years unprinted licenses, master cards and yearly audit then dispose. number. 30. PLUMBING BOARD GENERAL CORRESPONDENCE Screen annually and These files consist of plumbing board meeting minutes, destroy that material no individual licensee's folders with test papers and longer needed for current general correspondence. business. Retain permanently for eventual transfer to the Archives Meeting Minutes. Directives, and policies that illustrate the development of the agency



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ITEM NO.	DESCRIPTION	RETENTION
31.	MISCELLANEOUS PERMITS SECTION  MISCELLANEOUS REGISTER These books are prepared by the department for all permits issued which do not have a separate register. This would consist of fire alarm systems, trailer permits, refuse collector's and disposal, fire extinguisher service permits. They contain the application number, name of the applicant and the license issued.	Retain for three (3) years after the permit is issued, then destroy.
32.	AMUSEMENT DEVICE REGISTER  Amusement device register is a form filled out by any individual, firm, or corporation who has an interest in any amusement device located within Baltimore County. The register shows the owner's name, location, and type of machine and is renewed annually	destroy.
33.	AMUSEMENT DEVICE These are amusement device licenses issued by the department. They show the license and tag number issued, the proprietor and place of business in which the amusement device is located. The card which also contains the registration form which shows the location in which he has amusement devices located. Renewed annually.	
34.	DAY NURSERY, CAMP AND MOTEL FOLDERS These files are day nursery, camp and motel permits made out by the department. The files also contain the approved copies of the original application. The files show the name and location of the respective type permit. Also found in the folders are copies of the permit which were issued. Renewed annually.	
35.	TAXI CAB APPLICATIONS LEDGERS  These books are prepared by the department and are a numerical listing of all applications received and the license number issued. They are renewed annually.	Retain for three (3) years after license is issued, e then destroy.
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ITEM NO.		DESCRIPTION	RETT	ENTION
36.	These and department approved Forms shortogram	APPLICATIONS re taxi cab drivers permits made out by the ent. They contain department copy of the application and the permit number issued. Now the applicant's name and residence, apply and other pertinent information. They are annually.	after appl filed, the	three (3) year ication is n destroy
37.	These and They income applicate organizate held.	REMITS AND SUMMATION SHEETS re bingo permits made out by the department. clude approved copy of the original tion. The forms show name and address of the ation holding bingo, location where bingo is also, in the files are summation reports and by the holder of the bingo indicating the or loss.		three (3) n destroy.
38.	They con issued, permit is address	PERMITS re trailer permits made out by the department. ntain the department copy of the application approval by county agencies, the copy of the issued. The forms show the applicant's name, location and size of trailer, together with an showing set back.	after perm	five (5) years it is issued or moved, then
39.	These and contains records the lice	AND DRINKING PERMITS re permits made out by the department, ing the department copy of the application, and approval by the Health Department, copy of ense issued. The forms show the applicant's ddress, place of business, fee and cash receip	after perm then destr	three (3) year it is issued, oy.
40.	This fill individual by the (date, bridge, the election	LICENSE CERTIFICATES  Le contains the certificates prepared when the contains the certificates prepared when the color and duplicate licenses are issued office of Animal License Commission showing the ceed, sex, name, age, color & markings of the cename, address, and telephone number, the color district, and the amount of the fee paid. The color of license is renewed annually	after lice then destr	two (2) years nse is issued, oy.

ITEM !

4.	'	i	06,10	
Instructions TYPE OR PRINT A DEPARTMENT OF GENERAL SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT 7275 WATERLOO P.O. BOX 275 WITH RECORDS RETENTION SCHEDULE P.O. BOX 275 DESSUP, MARYLAND		T DIVISION   D ROAD   75	AGENCY RECORDS INVENTORY  PAGE 1 OF 19	
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT	
Permits & Licenses	General A	Adminsitration		
DEFINITION - RECORD SERIES A group of retention and	related records normally fi disposition purposes	led and used as a unit	for reference as well as	
4. RECORDS SERIES TITLE  General Correspondence	e		5 EARLIEST YEAR/LATEST YEAR 1983 / present	
This is a small accum received in relating office. Agency file	to the Building copies of, submarker "housekeeping ful period. Ite	r-agency and o Code and the itted budgets, g" are non-red	operations of the , routine personnel cord and should not be	
7. RECORDS SERIES FORMAT(S)	8. RECORDS SERIES	=	9. VOLUME	
(* LETTER SIZE () MICROFILM	ALPHABETICA:	J.	<pre>[] FILE DRAWER(S) [] MICROFILM REEL(S)</pre>	
[] LEGAL SIZE [] COMPUTER TAPE	[] NUMERICAL		[] COMPUTER TAPE(S) [ NUMBER [] OTHER(SPECIFY)	
[] BOUND BOOK [] FLOPPY DISK	[] CHRONOLOGIC	AL	number    umar(statis)	
[] AUDIO TAPE [] VIDEO TAPE	[] GEOGRAPHICA	ī.	10. VOLUME 	
[] OTHER (SPECIFY)	[] OTHER (SPEC		[] MICROFILM REEL (S) [] COMPUTER TAPE(S) [] OTHER(SPECIFY)	
11.FILE IS USED [] DAILY MESKLY	[] HONTHLY	12. FILE BECOMES :	INACTIVE AFTER [] MONTH(S) [] YEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FLOOR,RO		•	RIES DUPLICATED ELSEWHERE? (If Yes, Specify Agency or Office)	
15. ACCESS RESTRICTIONS [] YES [] (If yes, cite law(s) & regulation(s)		16. AUDIT REQUIRED	CENTS STATE [] FEDERAL [] INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)  [] YES [X NO		destroy further	for three years, then all items having no administrative, legal, al value.	
9. NAME AND TITLE OF PREPARER  Sharon Kirkwood  REcords Liason	20. TELEPHONE NUMBER 49	4-3610	21. DATE   June 22, 1988	
DGS 550-4(REVISED 2/87)		<del></del>	ITEM I	

Instructions TYPE OR PRINT A	EACH NEW OR RECORDS MANAGEMENT DIVISION 1- RIES. FORWARD 7275 WATERLOO ROAD		AGENCY RECORDS INVENTORY	
SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE			PAGE 2 OF 40	
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT	
Public Works	Land Aquisi	tions	Administration	
DEFINITION - RECORD SERIES. A group of retention and	related records normally disposition purposes	filed and used as a	unit for reference as well as	
4. RECORDS SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR	
UNOFFICIAL PERSONNEL FILES				
	the purpose or function	of the series)		
	annual reviews, re	eprimands and	contain but are not limited disciplinary actions, awards,	
7. RECORDS SERIES FORMAT(S) [] LETTER SIZE [] HICROFILM	8. RECORDS SERIE	CAL	9. VOLUME [] FILE DRAWER(S) [] MICROFILM REEL(S)	
[] LEGAL SIZE [] COMPUTER TAPE	[] NUMERICAL		[] COMPUTER TAPE(S)   NUMBER [] OTHER(SPECIFY)	
[] BOUND BOOK [] FLOPPY DISK	[] CHRONOLOG	ICAL	10. VOLUME	
[] AUDIO TAPE [] VIDEO TAPE	[] GEOGRAPHI	CAL		
[] OTHER (SPECIFY)	() OTHER (SP	ECIFY)	COMPUTER TAPE(S)   NUMBER [] OTHER(SPECIFY)	
11.FILE IS USED [] DAILY [] WEEKLY	[] NONTHLY	12. FILE BEC	OMES INACTIVE AFTER [] MONTH(S) [] YEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FLOOR,R	OOM)	14. IS RECORDS SERIES DUPLICATED ELSEWHERE? [] YES [] NO (If Yes, Specify Agency or Office)  16. AUDIT REQUIREMENTS [] NONE [] STATE [] FEDERAL [] INDEPENDENT		
15. ACCESS RESTRICTIONS [] YES [] (If yes, cite law(s) & regulation(s)				
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) [] YES [] NO		Screen anno no longer Retain rem	DED RETENTION  ually and destroy that material needed for current reference. aining items for two years after n, then destroy.	
Q NAME AND WITHE OF DEPRESED		-		

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Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REWISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE 3 OF 40	
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT	
DEFINITION - RECORD SERIES. A group of retention and	related records normally fi disposition purposes	led and used as a unit	for reference as well as	
4. RECORDS SERIES TITLE LEAVE AND TIME SHEETS	*	<del> </del>	5 EARLIEST YEAR/LATEST YEAR	
6. RECORDS SERIES DESCRIPTION (Briefly Include	describe the types of infor the purpose or function of	mation/documents/forms the series)	found in the series.	
This file contains office c		-	d daily time recordings.	
7. RECORDS SERIES FORMAT(S) [] LETTER SIZE [] MICROFILM	B. RECORDS SERIES [] ALPHABETICA	-	9. VOLUME [] FILE DRAWER(S)	
LEGAL SIZE [] COMPUTER TAPE	NUMERICAL		[] MICROFILM REBL(S) [] COMPUTER TAPE(S) [] NUMBER [] OTHER(SPECIFY)	
[] BOUND BOOK [] FLOPPY DISK	[] CHRONOLOGIC	AL	10. VOLUME	
[] AUDIO TAPE [] VIDEO TAPE	[] GEOGRAPHICA	L	[] FILE DRAWER(S) [] MICROFILM REEL (S)	
[] OTHER (SPECIFY)	[] OTHER (SPEC	IPY)	[] COMPUTER TAPE(S) NUMBER [] OTHER(SPECIFY)	
11.FILE IS USED [] DAILY [] WEEKLY	[] MONTHLY	12. FILE BECOMES NUMBER	INACTIVE AFTER [] MONTH(S) [] YEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FLOOR,RO	OM)	•	RRIES DUPLICATED ELSEWHERE? (If Yes, Specify Agency or Office)	
15. ACCESS RESTRICTIONS [] YES [] (If yes, cite law(s) & regulation(s		16. AUDIT REQUIREMENTS   [] NONE [] STATE [] FEDERAL [] INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (If yes, e describe any hardware/software) [] YES [] NO	xplain briefly and	18. RECOMMENDED F   Retain for or	RETENTION ne year, then destroy.	
<b>.</b>		 	· · · · · · · · · · · · · · · · · · ·	
9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE	

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Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH ECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE 4 OF 40		
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT		
DEFINITION - RECORD SERIES A group of retention and	led and used as a unit	for reference as well	as		
4. RECORDS SERIES TITLE BUDGET RECORDS			5 EARLIEST YEAR/LATES	T YEAR	
	describe the types of infor the purpose or function of		found in the series.		
Annual Budget Sudmissions Monthly Budget printouts Workpapers					
7. RECORDS SERIES FORMAT(S) LETTER SIZE [] HICROFILM [] LEGAL SIZE [] COMPUTER TAPE [] BOUND BOOK [] FLOPPY DISK	HICROFILM   [] ALPHABETICA   COMPUTER TAPE   [] HUMERICAL		[] MICROP	ILE DRAWER(S) ICROFILM REEL(S) DMPUTER TAPE(S) THER(SPECIFY)	
[] AUDIO TAPE [] VIDEO TAPE [] OTHER (SPECIFY)	[] CHRONOLOGIC  [] GEOGRAPHICA  [] OTHER (SPEC	L	10. VOLUME   [] FILE DRAWER(S)   [] MICROFILM REEL (S)   [] COMPUTER TAPE(S)   NUMBER [] OTHER(SPECIFY)		
11.FILE IS USED [] DAILY [] WEEKLY	[] MONTHLY	12. FILE BECOMES I		TEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO		IES DUPLICATED ELSEWHE (If Yes, Specify Agend			
15. ACCESS RESTRICTIONS [] YES [] (If yes, cite law(s) & regulation(s	16. AUDIT REQUIREMENTS   [] HONE [] STATE [] FEDERAL [] INDEPENDENT				
17. IS AN INDEX SYSTEM USED? (If yes, e describe any hardware/software) [] YES [] NO	The state of the s	submissions for Retain all oth			
9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER			-	

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	1		C630 <b>C</b>	
Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  5 40  PAGE OF 20	
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT	
Permits & Licenses	General Admin	istration		
DEFINITION - RECORD SERIES A group of retention and	related records normally f	iled and used as a unit	for reference as well as	
4. RECORDS SERIES TITLE			5 BARLIEST YEAR/LATEST YEAR	
Dept. Accounting Reco	ords			
6. RECORDS SERIES DESCRIPTION (Briefly Include	describe the types of info the purpose or function of		found in the series.	
Budget Expense Report			payments, goods received.	
	-		-	
7. RECORDS SERIES FORMAT(S) [] LETTER SIZE [] MICROFILM	8. RECORDS SERIES SEQUENCE [] ALPHABETICAL [] [] NUMERICAL		9. VOLUME   [] FILE DRAWER(S)   [] MICROFILM REEL(S)   [] COMPUTER TAPE(S)   NUMBER [] OTHER(SPECIFY)	
[] LEGAL SIZE [] COMPUTER TAPE				
[] BOUND BOOK [] PLOPPY DISK	( CHRONOLOGIC	CAL	10. VOLUME	
[] AUDIO TAPE [] VIDEO TAPE [] OTHER (SPECIFY)	[] GEOGRAPHICAL [] OTHER (SPECIFY)		[] FILE DRAWER(S) [] MICROFILM REEL (S) [] COMPUTER TAPE(S) [] OTHER(SPECIFY)	
11.FILE IS USED [] DAILY [] WEEKLY	{   MONTHLY	12. FILE BECOMES  1 1 NUMBER	INACTIVE AFTER [] MONTH(S) [A] YEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FLOOR,RO Room 112, County Of:		[ * YES [] NO	RIES DUPLICATED ELSEWHERE? (If Yes, Specify Agency or Office)	
15. ACCESS RESTRICTIONS [] YES [] (If yes, cite law(s) & regulation(s		16. AUDIT REQUIRE	d Central Serv. (Purchasing) MENTS STATE [] FEDERAL [] INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (If yes, education any hardware/software) [] YES [] NO	explain briefly and	18. RECOMMENDED R Retain then de	for th <del>ree</del> years,	
9. NAME AND TITLE OF PREPARER Sharon Kirkwood Rocords Liason	20. TELEPHONE NUMBER	494-3610		
DGS 550-4(REVISED 2/87)	•		îtem 5	

i	l <u> </u>			
Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  PAGE 2 OF 20	
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT	
Permits & Licenses	General Adminis	tration		
DEFINITION - RECORD SERIES A group of retention and	related records normally fil disposition purposes	ed and used as a unit	for reference as well as	
4. RECORDS SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR	
Purchase Orders & Pur	chase Rêquisitio	ns		
6. RECORDS SERIES DESCRIPTION (Briefly of Include Purchase Orders and P	the purpose or function of	the series)		
7. RECORDS SERIES FORMAT(S) [X LETTER SIZE [] MICROFILM [] LEGAL SIZE [] COMPUTER TAPE [] BOUND BOOK [] FLOPPY DISK	8. RECORDS SERIES S   [] ALPHABETICAL   [] NUMERICAL		9. VOLUME  [KFILE DRAWER(S)  I MICROFILM REEL(S)  1 [] COMPUTER TAPE(S)  NUMBER [] OTHER(SPECIFY)	
() AUDIO TAPE () VIDEO TAPE () OTHER (SPECIFY)	[] GEOGRAPHICAL	•	10. VOLUME  [] FILE DRAWER(S)  [] MICROFILM REEL (S)  [] COMPUTER TAPE(S)  NUMBER [] OTHER(SPECIFY)	
11.FILE IS USED  A DAILY    WEEKLY	[] MONTHLY	12. FILE BECOMES  1 NUMBER	INACTIVE AFTER [] MONTH(S) [] YEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Room 112, County Office Bldg.		14. IS RECORDS SERIES DUPLICATED ELSEWHERE?   [X YES [] NO (If Yes, Specify Agency or Office)   Central Services, Purchasing		
15. ACCESS RESTRICTIONS [] YES [] 1 (If yes, cite law(s) & regulation(s)		16. AUDIT REQUIRE [] NONE []	MENTS STATE [] FEDERAL [] INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)  {} YES {} NO		18. RECOMMENDED R Retain	for 5 years, then destroy.	
9. NAME AND TITLE OF PREPARER Sharon Kirkwood Records Liason	20. TELEPHONE NUMBER   494	4-3610	June 9, 1988	
DGS 550-4(REVISED 2/87)			î TEM 6	

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Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GENERA RECORDS MANAGEMENT	•	AGENCY RECORDS INVENTORY	
REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE 7 OF 40	
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT	
Public Works	Land Acquis	itions	Administration	
DEFINITION - RECORD SERIES A group of a retention and	elated records normally fit disposition purposes	led and used as a unit	for reference as well as	
4. RECORDS SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR	
FIXED ASSETS FILE				
6. RECORDS SERIES DESCRIPTION (Briefly Include	describe the types of infor the purpose or function of		found in the series.	
Fixed asset printouts (incl	uding vehicles)		$\cdot$	
IRA Forms (office copy) Lost/stolen forms (office f	- 			
Surplus forms (office forms)				
Transfer Forms (office form				
•				
7 DECODE CERTE PORTAGE			-	
7. RECORDS SERIES FORMAT(S) [] LETTER SIZE [] HICROFILM	8. RECORDS SERIES SEQUENCE [] ALPHABETICAL [] [] NUMERICAL			
[] LEGAL SIZE [] COMPUTER TAPE				
[] BOUND BOOK [] FLOPPY DISK	[] CHRONOLOGIC	AL	10. VOLUME   [] FILE DRAWER(S)   [] MICROFILM REBL (S)   [] COMPUTER TAPE(S)   NUMBER [] OTHER(SPECIFY)	
[] AUDIO TAPE [] VIDEO TAPE	GEOGRAPHICA	L		
	i ···			
() OTHER (SPECIFY)	() OTHER (SPEC	IIYY)		
11.FILE IS USED [] DAILY [] WEEKLY	[] MONTHLY	12. FILE BECOMES	INACTIVE APTER [] MONTH(S) [] YEAR(S)	
() nuthi () mppuni	[] HORIDI	NUMBER	() HORITION ()	
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)		14. IS RECORDS SERIES DUPLICATED BLSEWHERE?   [] YES [] NO (If Yes, Specify Agency or Office)		
15. ACCESS RESTRICTIONS [] YES [] NO (If yes, cite law(s) & regulation(s)		16. AUDIT REQUIREMENTS   [] NONE [] STATE [] FEDERAL [] INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) [] YES [] NO		then destroy	asset Printout for one year, . ther completed forms for three	
9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE	

DGS 550-4(REVISED 2/87)

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Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD ITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  PAGE 5 OF 20
. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT
Permits & Licenses	Applications@&@Pa	rocessing	
BFINITION - RECORD SERIES A group of retention and	related records normally fi disposition purposes	led and used as a unit	for reference as well as
RECORDS SERIES TITLE			5 BARLIEST YEAR/LATEST YEAR
Commercial Building Permi	.ts		
These are commercial buil	the purpose or function of ding permits made of thort form permits). dditions, Antennae,	the series) out by the Dept. . Types of p er Radio Towers, W	of Permits & Licenses ( mits: Alterations-under 1,000 indmills, Flagpoles,
Fences, Foundations, Grad Private Bridges, Razings, Storm Water Management, S	ing, New Structures Retaining Walls, S Swimming Pools, Tanl	s, Shell Structu Signs, Signs-Tem ks, Temporary S	res, Piers, Pilings, porary, Sprinkler,
RECORDS SERIES FORMAT(S)	8. RECORDS SERIES SEQUENCE  [] ALPHABETICAL  [] [X NUMERICAL (Permits No.)		9. VOLUNE
[* LETTER SIZE ** MICROFILM  [] LEGAL SIZE [] COMPUTER TAPE			X  FILE DRAWER(S)   MICROFILM REEL(S)   COMPUTER TAPE(S)
[] BOUND BOOK [] FLOPPY DISK	CHRONOLOGIC	AL	NUMBER () OTHER (SPECIFY)
( ) AUDIO MADO ( ) UIDOO MADO	[] CPACDADUTCA	<del>,</del>	10. VOLUME
[] AUDIO TAPE [] VIDEO TAPE [] OTHER (SPECIFY)	[ GEOGRAPHICAL ] [ OTHER (SPECIFY)		[] FILE DRAWER(S) [] MICROFILM REBL (S) [] COMPUTER TAPE(S) [] OTHER(SPECIFY)
1.FILE IS USED  MA DAILY [] WEEKLY	[] MONTHLY	12. FILE BECOMES 5 NUMBER	INACTIVE AFTER [] MONTH(S) [A YEAR(S)
B. CURRENT LOCATION(S) (BLDG.,FLOOR,RO Building Inspection, Base Office Building		[X YES [] NO [Plans Review, F	RIES DUPLICATED ELSEWHERE?  (If Yes, Specify Agency or Office) ire, Sediment Control, Zoning, Hea Planning, Traffic Eng., Police
5. ACCESS RESTRICTIONS [] YES [] (If yes, cite law(s) & regulation(s		16. AUDIT REQUIRE	
7. IS AN INDEX SYSTEM USED? (If yes, e describe any hardware/software) [] YES [ NO	xplain briefly and	1	STENTION s put on microfilm, retain then destroy.
. NAME AND TITLE OF PREPARER Sharon Kirkwood Records Liason	20. TELEPHONE NUMBER 4	94-3610	21. DATE June 9, 1988
GS 550-4(REVISED 2/87)	•		ITEM 8

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Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  PAGE 4 OF 25	
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT	
Permits & Licenses	Application &	Processing		
DEFINITION - RECORD SERIES A group of retention and	related records normally fi disposition purposes	led and used as a unit	for reference as well as	
4. RECORDS SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR	
Residential Building	Permits			
These are residential Licenses. (Accessory Standing Chimneys, Pi Burning Stove, Gradin Swimming Pools & Hot	building permi Structures, Alters, Pilings, Forg, Moving, New Tubs, Tanks-Tem	the series)  ts made out by eration-Addit; ences-over 42 Dwellings, Ras porary structs	y the Dept. of Permits & ions, Bulkheads -Free ", Fireplaces, Solid Fuel zings, Retaining Walls,	
7. RECORDS SERIES FORMAT(S)  [**\frac{1}{\text{LETTER SIZE }} MICROFILM  [**] LEGAL SIZE [**] COMPUTER TAPE  [**] BOUND BOOK [**] FLOPPY DISK  [**] AUDIO TAPE [**] VIDEO TAPE  [**] OTHER (SPECIPY)	8. RECORDS SERIES SEQUENCE [] ALPHABETICAL [] NUMERICAL (Permit #) [] CHRONOLOGICAL [] GEOGRAPHICAL [] OTHER (SPECIFY)		9. VOLUME  [] FILE DRAWER(S)  [] MICROFILM REEL(S)  [] COMPUTER TAPE(S)  [] NUMBER [] OTHER(SPECIFY)  10. VOLUME  [] FILE DRAWER(S)  [] MICROFILM REEL (S)  [] COMPUTER TAPE(S)  NUMBER [] OTHER(SPECIFY)	
11.FILE IS USED  [] WEEKLY	[] MONTHLY	12. FILE BECOMES :	INACTIVE AFTER  [] MONTH(S)	
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)  Building Inspection, Basement of County Office Building  15. ACCESS RESTRICTIONS [] YES [] NO (If yes, cite law(s) & regulation(s)  17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)  [] YES X] NO		MYRS   NO   Plans Review, S   Services, Heal   16. AUDIT REQUIRE		
			RTENTION Le is converted to microfilmor 5 years, then destroy.	
9. NAME AND TITLE OF PREPARER Sharon Kirkwood Records Liason	20. TELEPHONE NUMBER	494-3610	21. DATE   June 9, 1988	
DGS 550-4(REVISED 2/87)			IEM 9	

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Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE OF E
1. DEPARTMENT/AGENCY	2. DIVISION		3. DNIT
Permits & Licenses	Applications &	Processing	
DEFINITION - RECORD SERIES. A group of retention and	elated records normally fi disposition purposes	led and used as a unit	for reference as well as
4. RECORDS SERIES TITLE Plumbing Permits Appli	cations		5 EARLIEST YEAR/LATEST YEAR
6. RECORDS SERIES DESCRIPTION (Briefly of Include These are application perform plumbing work applications show the is taking place, the and address of the ma	the purpose or function of s submitted by a within the limi owner's name, a type of plumbing	the series) a master regis its of Baltimo the location w g work being i	ter plumber to ore County. These where the plumbing
7. RECORDS SERIES FORMAT(S)  [**\frac{1}{2} LETTER SIZE [] MICROFILM  [**] LEGAL SIZE [] COMPUTER TAPE  [**] BOUND BOOK [] FLOPPY DISK  [**] AUDIO TAPE [] VIDEO TAPE  [**] OTHER (SPECIFY)	8. RECORDS SERIES	L AL L	9. VOLUME
[] WEEKLY [] WEEKLY	[] MONTHLY		NUMBER [] OTHER(SPECIFY)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROC Plumbing Inspection, County Office Buildin	Basement of	•	IES DUPLICATED ELSEWHERE? (If Yes, Specify Agency or Office)
15. ACCESS RESTRICTIONS [] YES [] N (If yes, cite law(s) & regulation(s)		16. AUDIT REQUIREM   {} NONE {}	ENTS STATE [] PEDERAL [] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, exdescribe any hardware/software) [] YES [太 NO	plain briefly and	18. RECOMMENDED RE   Retain fo   destroy. 	TENTION or three years, then
9. NAME AND TITLE OF PREPARER Sharon Kirkwood Records Liason	20. TELEPHONE NUMBER   494-3610	ļ	

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Instructions TYPE OR PRINT A	DEPARTMENT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY
SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	PAGE 3 OF 40
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Permits & Licenses	Plumbing Inspection	<u> </u>
. = . *	related records normally filed and used as a unit	t for reference as well as
4. RECORDS SERIES TITLE Plumbing Post Card Permits		5 EARLIEST YEAR/LATEST YEAR   1984
C BROOKER OFFICE BROOKERSEN (B. J. Cl.,	3	- F

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

PLUMBING POST CARD PERMITS (INSPECTORS COPY). Inspections are recorded on inspector's copy of permits (dated and signed). Permits are filed numberically by permit number.

7. RECORDS SERIES FORMAT(S) [] LETTER SIZE [] MICROFILM [] LEGAL SIZE [] COMPUTER TAPE [] BOUND BOOK [] FLOPPY DISK [] AUDIO TAPE [] VIDEO TAPE [] OTHER (SPECIFY) [] 3" x 7" post card	8. RECORDS SERIES SEQUENCE [] ALPHABETICAL  A) NUMERICAL  [] CHRONOLOGICAL  [] GEOGRAPHICAL  [] OTHER (SPECIFY)		9. VOLUME  [] FILE DRAWER(S)  [] MICROFILM REEL(S)  [] COMPUTER TAPE(S)  NUMBER [] OTHER(SPECIFY)  10. VOLUME  [] FILE DRAWER(S)  [] MICROFILM REEL (S)  [] COMPUTER TAPE(S)  NUMBER [] OTHER(SPECIFY)
11.FILE IS USED [*\frac{1}{2} DAILY [*] WEEKLY	[] NONTHLY	12. FILE BECOMES NUMBER	INACTIVE AFTER [] MONTH(S) [] YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) MS 1009 and Board Room MS 1101, Basement of County Office Building		14. IS RECORDS SERIES DUPLICATED ELSEWHERE?   K  YES [] NO (If Yes, Specify Agency or Office)   Plumber has copy.	
5. ACCESS RESTRICTIONS [] YES [] (If yes, cite law(s) & regulation(s		16. AUDIT REQUIRE	RMENTS   STATE [] FEDERAL [] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) [] YES { NO		18. RECOMMENDED RETENTION  Retain for three years, then destcoy.	
9. NAME AND TITLE OF PREPARER Sharon Kirkwood "Records Liason	20. TELEPHONE NUMBER	494–3610	

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Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD HITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE 12 OF 20
1. DEPARTMENT/AGENCY	2. DIVISION	_	3. UNIT
Permits & Licenses	Applications &	Processing	· · · · · · · · · · · · · · · · · · ·
DEFINITION - RECORD SERIES. A group of retention and	related records normally f disposition purposes	iled and used as a unit	for reference as well as
4. RECORDS SERIES TITLE	·		5 EARLIEST YEAR/LATEST YEAR
Water Application Reg	ister		1982 / present
These books contain a accepted by this depa of the property, date application was forwa	rtment. They s the applicatio	ing of the wat how the owner' n was received	s name, location I and date the
7. RECORDS SERIES FORMAT(S) [] LETTER SIZE [] MICROPILM  [] LEGAL SIZE [] COMPUTER TAPE [] BOUND BOOK [] FLOPPY DISK [] AUDIO TAPE [] VIDEO TAPE [] OTHER (SPECIFY) 10½" × 11	8. RECORDS SERIES SEQUENCE [] ALPHABETICAL [] HUMERICAL [] CHRONOLOGICAL [] GEOGRAPHICAL [] OTHER (SPECIFY)		9. VOLUME
11.FILE IS USED  A DAILY [] WEEKLY	[] MONTHLY	12. FILE BECOMES I 3 NUMBER	NACTIVE AFTER [] MONTH(S) [X YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) Room 100 of County Office Building		14. IS RECORDS SERIES DUPLICATED ELSEWHERE?   X YES   NO (If Yes, Specify Agency or Office)   Bureau of Water Supply	
15. ACCESS RESTRICTIONS [] YES [] NO (If yes, cite law(s) & regulation(s)		16. AUDIT REQUIREM   [] NONE []	ENTS STATE [] FEDERAL [] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) [] YES [] NO		Retain for three years, then destroy.	
9. NAME AND TITLE OF PREPARER Sharon Kirkwood	20. TELEPHONE NUMBER 4	94-3610	21. DATE   June 9, 1988

Records Liason

	·		C630 V
Instructions Type or Print A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  PAGE 8 OF 20
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT
Permits & Licenses	Applications 8	Processing	
DEFINITION - RECORD SERIES A group of retention and	related records normally fi disposition purposes	led and used as a unit	for reference as well as
4. RECORDS SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR
Cash Slip Receipts			<u>1980 / prese</u> nt
These are cash receip Licenses in receipt f penalties, code books retain the white (ori name and address, fee many licenses, books,	the purpose or function of ts made out by to or money paid for , etc. The Depa ginal) copy. The , name of person	the series)  the Department or permit appl artment of Per ney show the on who made out	t of Permits and lications, licenses, rmits and Licenses date, applicant's t the receipt, how
7. RECORDS SERIES FORMAT(S) [] LETTER SIZE [] MICROFILM [] LEGAL SIZE [] COMPUTER TAPE [] BOUND BOOK [] FLOPPY DISK [] AUDIO TAPE [] VIDEO TAPE [X OTHER (SPECIFY) 11" x 6½"	8. RECORDS SERIES	L AL L	9. VOLUME
11. FILE IS USED  **X DAILY [] WEEKLY	[] KONTHLY	12. FILE BECOMES 1  1 12. FILE BECOMES 1  NUMBER	NUMBER (  OTHER(SPECIFY) 
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) Room 100, County Office Building		14. IS RECORDS SERIES DUPLICATED ELSEWHERE?   X YES [] NO (If Yes, Specify Agency or Office)	
15. ACCESS RESTRICTIONS [] YES [] N (If yes, cite law(s) & regulation(s)		16. AUDIT REQUIRES	MENTS STATE [] FEDERAL [] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, exdescribe any hardware/software)  [] YES [] NO	plain briefly and	18. RECOMMENDED RE Retain for then des	or three years,

20. TELEPHONE NUMBER

494-3610

9. NAME AND TITLE OF PREPARER

Sharon Kirkwood
Records Liason
DGS 550-4(REVISED 2/87)

June 9, 1988

21. DATE

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Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  14 40  PAGE 12 OF 19
1. DEPARTMENT/AGENCY Permits & Licenses	2. DIVISION Building Plans	Review	3. UNIT
DEFINITION - RECORD SERIES A group of retention and	related records normally fi disposition purposes	led and used as a unit	for reference as well as
4. RECORDS SERIES TITLE Building Plans and Sp	ecification«File	es	5 EARLIEST YEAR/LATEST YEAR 1979 / 1988
This file consists of rol applications for building	the purpose or function of led drawings and bl permits pursuant t ed and are availabl nclude a variety of or conformity to Co e and inspection pu submitted with plan	the series) ueprints submitted the Building of the use of multiple dwelling of the requirements arposes.	ted with code.  Tinspectors during construction.  Ing or public occupancy before permit issuance,  building as part
7. RECORDS SERIES FORMAT(S) [] LETTER SIZE [] MICROFILM [] LEGAL SIZE [] COMPUTER TAPE	8. RECORDS SERIES SEQUENCE [] ALPHABETICAL		9. VOLUME   [X FILE DRAWER(S) per year   [] MICROFILM REEL(S)   3   [] COMPUTER TAPE(S)   NUMBER   [] OTHER(SPECIFY)
[X BOUND BOOK [] PLOPPY DISK  [] AUDIO TAPE [] VIDEO TAPE  [X OTHER (SPECIFY)  Plans vary in size			10. VOLUME
11.FILE IS USED  [] WEEKLY	[] MONTHLY	12. FILE BECOMES I 3 NUMBER	NACTIVE AFTER [] MONTH(S) (**) YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROC Room 122 in County Of			(If Yes, Specify Agency or Office)
15. ACCESS RESTRICTIONS [] YES [X] (If yes, cite law(s) & regulation(s)		16. AUDIT REQUIREM   PANONE []	ENTS STATE [] FEDERAL [] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, exdescribe any bardware/software) [] YES [* NO	splain briefly and		active files for three s per state law, then
9. NAME AND TITLE OF PREPARER Sharon Kirkwood Records Liason	20. TELEPHONE NUMBER   494-3610		
DGS 550-4(REVISED 2/87)			T75M 15

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY  15 40  PAGE 13 OF 19
1. DEPARTMENT/AGENCY Permits & Licenses	2. DIVISION Building Plans Review	3. UNIT
	related records normally filed and used as disposition purposes	a unit for reference as well as
4. RECORDS SERIES TITLE A Plans Review Correspo	ndence	5 EARLIEST YEAR/LATEST YEAR 1979 / 1988
filders by year and prevised plans, additi	ng to plan review is file ermit number. The correstonal information, cities of approval or disapprovalings materials.	pondence requests code requirements,
filders by year and p revised plans, additi and notifies builders	ermit number. The corres onal information, cities of approval or disapprov	pondence requests code requirements,

16. AUDIT REQUIREMENTS

MONE [] STATE [] FEDERAL [] INDEPENDENT

18. RECOMMENDED RETENTION Retain for three

or legal value. (Retain items regarding approved uses of bldg.

ive, & fdr 3 years thereafter.

years, then destory all items having

no continuing administrative, fiscal,

materials as long as they are effect-

June 23, 1988

15. ACCESS RESTRICTIONS

9. NAME AND TITLE OF PREPARER

DGS 550-4(REVISED 2/87)

Sharon Kirkwood

[] YES

(If yes, cite law(s) & regulation(s)

describe any hardware/software)

P NO

[] YES M NO

20. TELEPHONE NUMBER 494-3610

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and

<u> </u>		C 630
Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY  16 40 PAGE 15 OF 19
1. DEPARTMENT/AGENCY Permits & Licenses	2. DIVISION Building Inspection	3. UNIT
	related records normally filed and used as a unit disposition purposes	for reference as well as
4. RECORDS SERIES TITLE Building Inspector's	Complaints (from the Public)	5 BARLIEST YEAR/LATEST YEAR 1983 / present
These are forms descr from the public and d	ibing complaints received by escribes the disposition of	inspectors the complaint.
7. RECORDS SERIES FORMAT(S)  [3] LETTER SIZE [] MICROFILM  [] LEGAL SIZE [] COMPUTER TAPE  [] BOUND BOOK [] FLOPPY DISK  [] AUDIO TAPE [] VIDEO TAPE  [] OTHER (SPECIFY)	8. RECORDS SERIES SEQUENCE [] ALPHABETICAL [] NUMERICAL [] CHRONOLOGICAL [] GEOGRAPHICAL [] OTHER (SPECIFY)	9. VOLUME
11.FILE IS USED		-

[] MONTH(S)

[] YES PA NO (If Yes, Specify Agency or Office)

[] NONE [] STATE [] FEDERAL [] INDEPENDENT

21. DATE

Retain for 5 years, then destory.

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

NUMBER

16. AUDIT REQUIREMENTS

18. RECOMMENDED RETENTION

494-3610

[] YEAR(S)

6/22/88

IEM

[] DAILY

15. ACCESS RESTRICTIONS

K) WEEKLY

Basement of County Office Bldg.

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and

[] YES [] NO

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, cite law(s) & regulation(s)

describe any hardware/software)

[] YES XX NO

9. NAME AND TITLE OF PREPARER

DGS 550-4(REVISED 2/87)

Sharon Kirkwood Records Llason [] MONTHLY

20. TELEPHONE NUMBER

18

ITEM

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Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENER RECORDS MANAGEMEN 7275 WATERLO P.O. BOX 2 JESSUP, MARYLA	T DIVISION O ROAD 75	AGENCY RECORDS INVENTORY  PAGE 14 OF 19
1. DEPARTMENT/AGENCY Permits & Licenses	2. DIVISION Building I	Inspection	3. UNIT
DEFINITION - RECORD SERIES A group of retention and	related records normally fi disposition purposes	led and used as a unit	for reference as well as
4. RECORDS SERIES TITLE Building Permit Application File			5 EARLIEST YEAR/LATEST YEAR 1983_/_ 1988
This is a file of for applications made for The file is maintaine	the purpose or function of ms, which is the the various type d as office reference alteration be ted County agencit, the number,	the series) e original or pes of buildir erence to the eing done. It cies which are	"office copy", of ag permits.  details of the premises is a working copy, shows a necessary prior to
7. RECORDS SERIES FORMAT(S)  [X LETTER SIZE {   MICROFILM  [] LEGAL SIZE [   COMPUTER TAPE  [] BOUND BOOK [   FLOPPY DISK  [] AUDIO TAPE [ ] VIDEO TAPE	8. RECORDS SERIES [] ALPHABETICA [] MUMERICAL [] CHRONOLOGIC [] [] GEOGRAPHICA	L AL	9. VOLUME
() OTHER (SPECIPY)	[] OTHER (SPEC	IFY)	
11.FILE IS USED  [] WEEKLY	[] MONTHLY	12. FILE BECOMES : 5 NUMBER	INACTIVE AFTER [] MONTH(S) [* YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROC Basement of County Of	·	•	RIES DUPLICATED ELSEWHERE? (If Yes, Specify Agency or Office)
15. ACCESS RESTRICTIONS [] YES [] N (If yes, cite law(s) & regulation(s)		1 16. AUDIT REQUIRE	MENTS STATE [] FEDERAL [] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, exdescribe any hardware/software) [] YES [] NO	plain briefly and		or five years after of permits, then destroy.
9. NAME AND TITLE OF PREPARER Sharon Kirkwood Records Liason	20. TELEPHONE NUMBER 4	94-3610	21. DATE 6/22/88

DGS 550-4(REVISED 2/87)

	i.————————————————————————————————————	(690
Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	AGENCY RECORDS INVENTORY	
REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	PAGE 18 40 16 OF 19
1. DEPARTMENT/AGENCY Permits & Licenses	3. UNIT	
. =	related records normally filed and used as a uni disposition purposes	t for reference as well as
4. RECORDS SERIES TITLE Cancelled Permit Application	ons .	5 EARLIEST YEAR/LATEST YEAR 1983 / 1988
6 PPCODES SEPTES DESCRIPTION (Priofit	describe the tunes of information/desuperts/form	e found in the course

RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

When an applications if rejected/cancelled by the Buildins Engineer, after fee has been paid, the refused applicant may appeal to the Circuit Court within 15 days. The Court hears and determines all matters relating to the applications. The file contains cancelled applications and related documents and correspondence. After file is closed, it is transferred to microfilm and stored in Building Inspection Office.

			_ <b> </b>
7. RECORDS SERIES FORMAT(S) [] LETTER SIZE {*\frac{1}{\pm}} MICROFILM  [] LEGAL SIZE [] COMPUTER TAPE  [] BOUND BOOK [] FLOPPY DISK	8. RECORDS SERIES SEQUENCE [] ALPHABETICAL [] WINTERICAL [] CHRONOLOGICAL [] GEOGRAPHICAL [] OTHER (SPECIFY)		9. VOLUME  [] FILE DRAWER(S)  [] MICROFILM REEL(S)  [] COMPUTER TAPE(S)  [] NUMBER [] OTHER(SPECIFY)
[] AUDIO TAPE [] VIDEO TAPE [] OTHER (SPECIFY)			10. VOLUME   [] FILE DRAWER(S)   [] MICROFILM REEL (S)   [] COMPUTER TAPE(S)   NUMBER [] OTHER(SPECIFY)
11.FILE IS USED [] DAILY MEEKLY	[] MONTHLY	12. FILE BECOMES I 5 NUMBER	
13. CURRENT LOCATION(S) (BLDG.,FLOOR,RE Room 1009 in County Office	· · · · · · · · · · · · · · · · · · ·		RIES DUPLICATED ELSEWHERE? (If Yes, Specify Agency or Office)
15. ACCESS RESTRICTIONS [] YES [] (If yes, cite law(s) & regulation(s)		16. AUDIT REQUIREM	STATE [] FEDERAL [] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, of describe any bardware/software) [] YES [] NO	explain briefly and high reference. felmed	18. RECOMMENDED RE Retain vfo	or five years, then destroy.
9. NAME AND TITLE OF PREPARER Sharon Kirkwood	20. TELEPHONE NUMBER   494-3610		21. DATE   6/23/88
Records Liason DGS 550-4(REVISED 2/87)			775M 18

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Instructions Type or Print A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENER RECORDS MANAGEMEN 7275 WATERLO P.O. BOX 2 JESSUP, MARYLA	T DIVISION DO ROAD 75	AGENCY RECORDS INVENTORY  PAGE 19 40  PAGE 10 0F 20
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT
Permits & Licenses	Plumbing Inspection		
DEFINITION - RECORD SERIES. A group of retention and	related records normally fi disposition purposes	iled and used as a unit	for reference as well as
4. RECORDS SERIES TITLE	<u></u>		5 EARLIEST YEAR/LATEST YEAR
Certificates of Insur	ance		5/1986/present
The Certificate of In	the purpose or function of surance has to	the series) be obtained by	y Master Plumbérs
before Baltimore Coun insurance verifies th in the amount of at l in the amount, of at	at the plumber beast \$300,000 as	has general land property land	iability insurance
7. RECORDS SERIES FORMAT(S)  [4] LETTER SIZE [] MICROFILM	8. RECORDS SERIES X ALPHABETICA		9. VOLUME   [] FILE DRAWER(S)
[] LEGAL SIZE [] COMPUTER TAPE [] BOUND BOOK [] PLOPPY DISK	[] NUMERICAL   [] CHRONOLOGIC		[] MICROFILM REBL(S) [] COMPUTER TAPE(S) [] NUMBER [] OTHER(SPECIFY)
			10. VOLUME
(   AUDIO TAPE (   VIDEO TAPE  (   OTHER (SPECIFY)	[] GEOGRAPHICA		{ } FILE DRAWER(S)    [] MICROFILM REEL (S)    COMPUTER TAPE(S)    NUMBER [] OTHER(SPECIFY)
11.FILE IS USED  [] WEEKLY	[] MONTHLY	12. FILE BECOMES 1 1 NUMBER	INACTIVE AFTER [] MONTH(S) (A) YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROG Basement of County Of		•	RIES DUPLICATED ELSEWHERE? (If Yes, Specify Agency or Office)
15. ACCESS RESTRICTIONS [] YES [] 1 (If yes, cite law(s) & regulation(s)		16. AUDIT REQUIRE [] NONE []	MENTS STATE [] FEDERAL [] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, exdescribe any hardware/software) [] YES [X NO	xplain briefly and	18. RECOMMENDED R   Retain   then de	for 🕊 🕰 🧌 years,
9. NAME AND TITLE OF PREPARER Sharon Kirkwood Records Liason			21. DATE   June 9, 1988

DGS 550-4(REVISED 2/87)

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Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENER RECORDS MANAGEMEN 7275 WATERLO P.O. BOX 2 JESSUP, MARYLA	T DIVISION ( O ROAD ( 75 (	AGENCY RECORDS INVENTORY  20 40  PAGE 6 OF 19
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT
Permits & Licenses	Plumbing Ins	spection	
DEFINITION - RECORD SERIES A group of retention and	related records normally fi disposition purposes	led and used as a unit	for reference as well as
4. RECORDS SERIES TITLE Plumbing Inspection Division Correspondence			5 EARLIEST YEAR/LATEST YEAR  1980 / 1988
6. RECORDS SERIES DESCRIPTION (Briefly Include	describe the types of infor the purpose or function of all licensees prop	the series)  erty owner compl	<del>aint</del> s, <del>plumbing violation</del> s,
variances. County Finance	documents - coveri	ng sewer and wat	er hookups.
7. RECORDS SERIES FORMAT(S)  X LETTER SIZE [] MICROFILM  [] LEGAL SIZE [] COMPUTER TAPE  [] BOUND BOOK [] FLOPPY DISK  [] AUDIO TAPE [] VIDEO TAPE  [] OTHER (SPECIFY)	8. RECORDS SERIES SEQUENCE        ALPHABETICAL (address)        HUMERICAL        CHRONOLOGICAL        GEOGRAPHICAL      OTHER (SPECIFY)		9. VOLUME
11.FILE IS USED  [** DAILY [**] WEEKLY	[] MONTHLY	12. FILE BECOMES 1 5-10 NUMBER	l
13. CURRENT LOCATION(S) (BLDG.,FLOOR,RO Basement County Office Bui & 1101		•	(IES DUPLICATED ELSEWHERE? (If Yes, Specify Agency or Office)
15. ACCESS RESTRICTIONS [] YES [] (If yes, cite law(s) & regulation(s)		16. AUDIT REQUIRED   DA HONE []	IENTS STATE [] FEDERAL [] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) [] YES [] NO		all items	TENTION five years and then destroy havings no further administrative fiscal value.
9. NAME AND TITLE OF PREPARER Sharon Kirkwood	20. TELEPHONE NUMBER   494-3610		21. DATE   June 23, 1988

Sharon Kirkwood Records Liason DGS 550-4(REVISED 2/87)

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Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GEN RECORDS MANAGEN 7275 WATEN P.O. BOY JESSUP, MARY	KENT DIVISION RLOO ROAD L 275	AGENCY RECORDS INVENTORY    2/ 40   PAGE 1 OF 4
1. DEPARTMENT/AGENCY Permits & Licenses, Dept.	2. DIVISION Plumbing Inspection		3. UNIT
DEFINITION - RECORD SERIES A group of re retention and o	elated records normally disposition purposes	filed and used as a unit	t for reference as well as
4. RECORDS SERIES TITLE Property Owner Complaints			5 EARLIEST YEAR/LATEST YEAR 1985 /1988
7. RECORDS SERIES FORMAT(S)  [] LETTER SIZE [] MICROFILM  [] LEGAL SIZE [] COMPUTER TAPE  [] BOUND BOOK [] FLOPPY DISK	8. RECORDS SERII [½ ALPHABET] [] NUMERICAI	CAL (address)	9. VOLUME [] FILE DRAWER(S) [] MICROFILM REEL(S) [] COMPUTER TAPE(S) [] NUMBER [] OTHER(SPECIFY)  10. VOLUME
[] AUDIO TAPE [] VIDEO TAPE [] OTHER (SPECIFY)	{ GEOGRAPHICAL   [ ] OTHER (SPECIFY)		[] FILE DRAWER(S) [] MICROFILM REEL (S) [] COMPUTER TAPE(S) [] OTHER(SPECIFY)
11.FILE IS USED  (A) DAILY  (C) WEEKLY	[] KONTHLY	12. FILE BECOMES  3  NUMBER	INACTIVE AFTER [] MONTH(S) [] YEAR(S)
3. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) Basement of County Office			ERIES DUPLICATED ELSEWHERE?  O (If Yes, Specify Agency or Office)

16. AUDIT REQUIREMENTS

18. RECOMMENDED RETENTION

3 years, then dispose.

21. DATE

ITEM

[] NONE [] STATE [] FEDERAL [] INDEPENDENT

Screen annually and dispose of that

material no longer needed for current business. Retain remaining material for

August 10, 1988

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15. ACCESS RESTRICTIONS [] YES [] NO

describe any bardware/software)

[] YES [] NO

9. NAME AND TITLE OF PREPARER

Sharon Kirkwood

Records Liason
DGS 550-4(REVISED 2/87)

(If yes, cite law(s) & regulation(s)

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and

20. TELEPHONE NUMBER

494-3610

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Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	PAGE 22 OF 40
1. DEPARTMENT/AGENCY	3. UNIT	
Permits & Licenses	Plumbing Inspection	
	related records normally filed and used as a unit disposition purposes	for reference as well as
4. RECORDS SERIES TITLE		5 EARLIEST YEAR/LATEST YEAR
Plumbing Violations		1985 / 1988

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

In response to a property owner complaint, a plumbing inspector will investigate complaint to determine if there is a plumbing code violation and issue a Plumbing Violation notice to have the work corrected.

7. RECORDS SERIES FORMAT(S)  A! LETTER SIZE [] MICROFILM  [] LEGAL SIZE [] COMPUTER TAPE  [] BOUND BOOK [] FLOPPY DISK  [] AUDIO TAPE [] VIDEO TAPE  [] OTHER (SPECIFY)	8. RECORDS SERIES   MALPHABETICAL   CHRONOLOGICAL   GEOGRAPHICAL	AL (address)	9. VOLUME  [] FILE DRAWER(S)  [] MICROFILM REBL(S)  [] COMPUTER TAPE(S)  [] NUMBER [] OTHER(SPECIFY)  [] 10. VOLUME  [] FILE DRAWER(S)  [] MICROFILM REBL (S)  [] COMPUTER TAPE(S)  NUMBER [] OTHER(SPECIFY)
11.FILE IS USED  [A] DAILY [] WEEKLY  13. CURRENT LOCATION(S) (BLDG.,FLOOR Basement of County Offi			_i
15. ACCESS RESTRICTIONS [] YES (If yes, cite law(s) & regulatio	<del>-</del> -	16. AUDIT REQUI	
17. IS AN INDEX SYSTEM USED? (If yes describe any hardware/software) [] YES [] NO	, explain briefly and	material business	RETENTION  noually and dispose of that no longer needed for current Retain remaining material ars, then dispose.
9. NAME AND TITLE OF PREPARER Sharon Kirkwood Records Liason	ood		21. DATE   August 10, 1988
DGS 550-4(REVISED 2/87)	•		TTEM 7.2

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ITEM

SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	RECORDS MANAGEMENT DIVISION  7275 WATERLOO ROAD  P.O. BOX 275  JESSUP, MARYLAND 20794  2. DIVISION Plumbing Inspection		PAGE 23 OF 40	
1. DEPARTMENT/AGENCY Permits & Licenses			3. UNIT	
DEFINITION - RECORD SERIES A group of retention and	related records normally fi disposition purposes	led and used as a unit	for reference as well as	
4. RECORDS SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR	
Cencellations of Plumbing	g Permits		1985 / 1988	
6. RECORDS SERIES DESCRIPTION (Briefly Include Cancelled plumbing permit by property owner or plum for same job.)	the purpose or function of s are kept with acti	the series)  eve permits. Pe	rmits are cancelled	
7. RECORDS SERIES FORMAT(S)  X LETTER SIZE [] MICROFILM  [] LEGAL SIZE [] COMPUTER TAPE	8. RECORDS SERIES   X  ALPHABETICAL	(address)	9. VOLUME [ FILE DRAWER(S) [ MICROFILM REEL(S) [ COMPUTER TAPE(S) [ NUMBER [] OTHER(SPECIFY)	
[] BOUND BOOK [] FLOPPY DISK [] AUDIO TAPE [] VIDEO TAPE [] OTHER (SPECIFY)	[] CHRONOLOGICATE [] GEOGRAPHICATE [] OTHER (SPECT		10. VOLUME   [] FILE DRAWER(S)   [] MICROFILM REEL (S)   [] COMPUTER TAPE(S)   NUMBER [] OTHER(SPECIFY)	
11.FILE IS USED  [**\frac{1}{2} DAILY  [**] WEEKLY	[] NONTHLY	12. FILE BECOMES	INACTIVE AFTER [] HONTH(S) [] YEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FLOOR,RC Basement of County Office	,	•	RIES DUPLICATED ELSEWHERE? (If Yes, Specify Agency or Office)	
15. ACCESS RESTRICTIONS [] YES [] (If yes, cite law(s) & regulation(s		16. AUDIT REQUIRE [] HONE []	MENTS STATE [] FEDERAL [] INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (If yes, e describe any hardware/software) [] YES [] NO	xplain briefly and	no longer	nually and dispose of that materia needed for current business. naining material for 3 years,	
9. NAME AND TITLE OF PREPARER Sharon Kirkwood Records Llason	20. TELEPHONE NUMBER   494-3610		21. DATE   August 10, 1988	
DGS 550-4(REVISED 2/87)	•		ITEM 24	

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SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	RECORDS MANAGEMENT 7275 WATERLOO P.O. BOX 275 JESSUP, MARYLAND	DIVISION ROAD	PAGE 24 OF 40	
1. DEPARTMENT/AGENCY Permits & Licenses	2. DIVISION Plumbing Insp	ection	3. UNIT	
DEFINITION - RECORD SERIES A group of retention and	related records normally file disposition purposes	d and used as a uni	t for reference as well as	
4. RECORDS SERIES TITLE Variances on Plumbing Cod	e/Health Dept. Varia	nces	5 EARLIEST YEAR/LATEST YEAR 1985 / 1988	
6. RECORDS SERIES DESCRIPTION (Briefly Include	describe the types of information the purpose or function of t		s found in the series.	
These files contain varian that is being done or work		property owner	or plumber on work	
7. RECORDS SERIES FORMAT(S)	8. RECORDS SERIES SE	QUENCE (address)	9. VOLUNE	
[] LEGAL SIZE [] COMPUTER TAPE	[2] ALPHABETICAL [ ] NUMERICAL [ ]	(uuuress)	[] FILE DRAWER(S) [] MICROFILM REEL(S) [] COMPUTER TAPE(S) [] NUMBER [] OTHER(SPECIFY)	
() BOUND BOOK () FLOPPY DISK () AUDIO TAPE () VIDEO TAPE	[] CHRONOLOGICAL [] [] GEOGRAPHICAL		10. VOLUME   {} FILE DRAWER(S)	
[] OTHER (SPECIFY)	OTHER (SPECIF	Y)	[] MICROFILM REBL (S) [] COMPUTER TAPE(S) [] OTHER(SPECIFY)	
11.FILE IS USED  Maily [] WEEKLY	[] KONTHLY	12. FILE BECOMES 3 NUMBER	INACTIVE AFTER [] MONTH(S) (M) YEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)  Basement of County Office Building		14. IS RECORDS SERIES DUPLICATED ELSEWHERE? [] YES [] NO (If Yes, Specify Agency or Office)		
15. ACCESS RESTRICTIONS [] YES [] NO (If yes, cite law(s) & regulation(s)		16. AUDIT REQUIREMENTS		

9. NAME AND TITLE OF PREPARER Sharon Kirkwood A94-3610 21. DATE August 10, 1988

Records Liason DGS 550-4(REVISED 2/87)

18. RECOMMENDED RETENTION

3 years, then dispose.

Screen annually and dispose of that material no longer needed for current

business. Retain remaining material for

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and

describe any hardware/software)

[] YES [] NO

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GENER RECORDS MANAGENEN	T DIVISION	AGENCY RECORDS INVENTORY
REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	7275 WATERLO P.O. BOX 2 JESSUP, MARYLA	75	25 40 PAGE 7 OF 19
1. DEPARTMENT/AGENCY Permits & Licenses	2. DIVISION   Electrical Divi	sion	3. UNIT
DEFINITION - RECORD SERIES A group of retention and	related records normally fi disposition purposes	led and used as a unit	for reference as well as
4. RECORDS SERIES TITLE  Special Investigation	and Reports Fi	le	5 EARLIEST YEAR/LATEST YEAR   1985
This file contains spring investigation records and current contains Health, Electrons are in by this division and	ports and Communication of the control of the communication with conjunction with the conjunc	tion requests nity Affairs ( with progress g, Fire and Bu h the housing	Complaint on same. It also uilding reports.
7. RECORDS SERIES FORMAT(S)  [X LETTER SIZE [] MICROFILM  [] LEGAL SIZE [] COMPUTER TAPE  [] BOUND BOOK [] PLOPPY DISK  [] AUDIO TAPE [] VIDEO TAPE  [] OTHER (SPECIFY)	8. RECORDS SERIES SEQUENCE [] ALPHABETICAL [] CHRONOLOGICAL [] GEOGRAPHICAL [] OTHER (SPECIFY)		9. VOLUME
11.FILE IS USED {  DAILY     WEEKLY	() MONTHLY	12. FILE BECOMES 3 NUMBER	INACTIVE AFTER [] MONTH(S) [X YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,RO Basement of County O		\$ YES [] NO	RIES DUPLICATED ELSEWHERE?  (If Yes, Specify Agency or Office) 's Assistance

16. AUDIT REQUIREMENTS

18. RECOMMENDED RETENTION

494-3610

[] NONE [] STATE [] FEDERAL [] INDEPENDENT

21. DATE

Retain for 3 years and then destroy.

9. NAME AND TITLE OF PREPARER Sharon Kirkwood

15. ACCESS RESTRICTIONS

(If yes, cite law(s) & regulation(s)

describe any hardware/software)

[] YES [] NO

[] YES [] NO

20. TELEPHONE NUMBER

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and

June 22, 1988

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Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY
REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE			PAGE 26 40
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT
Permits & Licenses	Electrical Insp	pection	
DEFINITION - RECORD SERIES A group of retention an	related records normally fi d disposition purposes	led and used as a uni	t for reference as well as
4. RECORDS SERIES TITLE Electrical Permit Ap	plications		5 EARLIEST YEAR/LATEST YEAR 1985 / 1988
6. RECORDS SERIES DESCRIPTION (Briefly	describe the types of infor e the purpose or function of		s found in the series.
the application is ras cross reference.	etained in Electi	rical Inspect	After permits is issued ion Office file
7. RECORDS SERIES FORMAT(S)  [] LETTER SIZE [] MICROFILM  [] LEGAL SIZE [] COMPUTER TAPE  [] BOUND BOOK [] FLOPPY DISK	8. RECORDS SERIES SEQUENCE [ ALPHABETICAL [ NUMERICAL [ CHRONOLOGICAL [ GEOGRAPHICAL		9. VOLUME
[] AUDIO TAPE [] VIDEO TAPE			10. VOLUME [] FILE DRAWER(S)
() OTHER (SPECIFY)	OTHER (SPEC	•	[] MICROFILM REBL (S) [] COMPUTER TAPE(S) NUMBER [] OTHER(SPECIFY)
11.FILE IS USED [] WEEKLY	[] MONTHLY	12. FILE BECOMES 3 NUMBER	INACTIVE AFTER [] MONTH(S) [] YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,R Basement of County O	·	•	ERIES DUPLICATED ELSEWHERE?  O (If Yes, Specify Agency or Office)
15. ACCESS RESTRICTIONS [] YES [] NO (If yes, cite law(s) & regulation(s)		16. AUDIT REQUIREMENTS   [] NONE [] STATE [] PEDERAL [] INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) [] YES [] NO		18. RECOMMENDED RETENTION   Retain for three years after permit is issued, then destroy.	

9. NAME AND TITLE OF PREPARER 21. DATE 20. TELEPHONE NUMBER June 22, 1988 494-3610 Sharon Kirkwood Records Liason DGS 550-4(REVISED 2/87)

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Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	R RECORDS MANAGEMENT DIV IARD 7275 WATERLOO ROA		PAGE 27 OF 19
1. DEPARTMENT/AGENCY Permits & Licenses	2. DIVISION  Electrical Inspection		3. UNIT
DEFINITION - RECORD SERIES A group of			for reference as well as
4. RECORDS SERIES TITLE Electrical Permit			5 BARLIEST YEAR/LATEST YEAR 1985 / 1988
The form shows the fo location, District lo if applicable, engine of structure (old, ne	the purpose or function of llowing informatication of job, of er or architect, w commercial, rephone number, on requested date nt paid, cash si	the series) tion: Permit owners name, b , if applicabl esidential), e license numbe te, descriptio lip number. I	number, date, job uilding contractor, e, occupant, type electricians name, er, existing meter number, on and amount of in addition, the
7. RECORDS SERIES FORMAT(S)  [] LETTER SIZE [] MICROFILM  [] LEGAL SIZE [] COMPUTER TAPE	8. RECORDS SERIES SEQUENCE [] ALPHABETICAL [] MUMBRICAL [] CHRONOLOGICAL [] GEOGRAPHICAL [] OTHER (SPECIFY)		9. VOLUME   FILE DRAWER(S)   [] MICROFILM REBL(S)   [] COMPUTER TAPE(S)   NUMBER [] OTHER(SPECIFY)
[] BOUND BOOK [] FLOPPY DISK [] AUDIO TAPE [] VIDEO TAPE [] OTHER (SPECIFY)			10. VOLUME
11.FILE IS USED  A DAILY  [] WEEKLY	[] MONTHLY	12. FILE BECOMES I	NACTIVE AFTER [] MONTH(S)  [] MONTH(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) Basement, County Office Bldg.		14. IS RECORDS SERIES DUPLICATED ELSEWHERE?   X  YES {  NO (If Yes, Specify Agency or Office)   Electrician, Gas & Electric Co., .	
15. ACCESS RESTRICTIONS [] YES [] NO (If yes, cite law(s) & regulation(s)		1 16. AUDIT REQUIREMENTS [] HONE [] STATE [] FEDERAL [] INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) [] YES [] NO		18. RECOMMENDED RETENTION Keep inspector copy for 3 yrs. after final inspection, then destroy. Keep License Counter copy for three years after issuance, then destroy. Other copies are non-record material after job is finaled so are	
9. NAME AND TITLE OF PREPARER Sharon Kirkwood Records Liason	20. TELEPHONE NUMBER 49	destroyed at 94-3610	that time.   21. DATE   June 22, 1988
DGS 550-4(REVISED 2/87)			ITEM 28

Instructions Type or Print a SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENER RECORDS HANAGEMEN 7275 WATERLO P.O. BOX 2 JESSUP, MARYLA	T DIVISION O ROAD 75	PAGE 170F 19
1. DEPARTMENT/AGENCY A PERMIT & LICENSES	2. DIVISION 3. PLUMBING BOARD		3. UNIT
DEFINITION - RECORD SERIES A group of retention and	related records normally fi disposition purposes	led and used as a unit	for reference as well as
4. RECORDS SERIES TITLE A PLUMBING LICENSES - Comp	outerized	•	5 EARLIEST YEAR/LATEST YEAR 7
6. RECORDS SERIES DESCRIPTION (Briefly of Include YEARLY RENEWAL APPLICATION UNPRINTED LICENSES MASTER CARDS - yearly audit	the purpose or function of ON CARD.		found in the series.
			•
· :	ı	,	1
7. RECORDS SERIES FORMAT(S) [] LETTER SIZE [] MICROFILM	8. RECORDS SERIES SEQUENCE ;		9. VOLUME [] FILE DRAWER(S)
[] LEGAL SIZE [] COMPUTER TAPE	[] NUMERICAL	AL	[] MICROFILM REBL(S) [] COMPUTER TAPE(S)
[] BOUND BOOK [FFLOPPY DISK	[] CHRONOLOGIC		NUMBER [] OTHER(SPECIFY)
[] AUDIO TAPE [] VIDEO TAPE	GEOGRAPHICA	L.	10. VOLUME 
(7) OTHER (SPECIFY)  3 3/4" x 8½"	[] OTHER (SPEC		[] MICROFILM REEL (S) [] COMPUTER TAPE(S) NUMBER [] OTHER(SPECIFY)
11.FILE IS USED A [] WESKLY	[] MONTHLY	12. FILE BECOMES:	-
13. CURRENT LOCATION(S), (BLDG.,FLOOR,ROC Basement County Office Bui	•	14. IS RECORDS SERIES DUPLICATED ELSEWHERE? [] YES [] NO (If Yes, Specify Agency or Office)	
15. ACCESS RESTRICTIONS [] YES 15 NO (If yes, cite law(s) & regulation(s)		16. AUDIT REQUIRES	STATE [] FEDERAL [] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) [** YES [] NO		• • •	on renewal card hold three years.
application cards and licensename and adress and license by floppy disc			1
9. NAME AND TITLE OF PREPARER Sharon Kirkwood Records Liason	20. TELEPHONE NUMBER   494-3610		21. DATE   6/23/88
DGS 550-4(REVISED 2/87)			ITEM 29

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Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE 18 OF 19	
1. DEPARTMENT/AGENCY \ PERMIT & LICENSES	2. DIVISION TO PLUMBING BOARD		3. UNIT	
DEFINITION - RECORD SERIES A group of retention and	related records normally file disposition purposes	ed and used as a unit	t for reference as well as	
4. RECORDS SERIES TITLE A	DRRESPONDENCE		5 EARLIEST YEAR/LATEST YEAR 3	
i i	the purpose or function of t	the series)	s found in the series.	
7 DECODE CENTER FORWARION	D DECORDS CERTES S	CONTRACT :	_	
7. RECORDS SERIES FORMAT(S)  PLETTER SIZE [] MICROFILM  [] LEGAL SIZE [] COMPUTER TAPE	8. RECORDS SERIES SEQUENCE		9. VOLUME   [] FILE DRAWER(S)   [] MICROFILM REBL(S)   [] COMPUTER TAPE(S)   NUMBER [] OTHER(SPECIFY)	
[] BOUND BOOK [] PLOPPY DISK [] AUDIO TAPE [] VIDEO TAPE [] OTHER (SPECIFY)			10. VOLUME   FILE DRAWER(S)   [] MICROFILM REEL (S)   [] COMPUTER TAPE(S)   NUMBER [] OTHER(SPECIFY)	
11. FILE IS USED 3 [] WEEKLY	[] KONTHTA [	12. FILE BECOMES 5 NUMBER	INACTIVE AFTER	
13. CURRENT LOCATION(S) (BLDG.,FLOOR,RC Basement of County Office	OOM) e Building		ERIES DUPLICATED ELSEWHERE? .  O (If Yes, Specify Agency or Office)	
15. ACCESS RESTRICTIONS [] YES [4] NO (If yes, cite law(s) & regulation(s)		16. AUDIT REQUIRE	EMENTS   STATE [] FEDERAL [] INDEPENDENT	
7. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) [] YES [] NO		no longer ne Retain perma to the Archi	lly and destroy that material eded for current business. nently for eventual transfer	
9. NAME AND TITLE OF PREPARER Sharon Kirkwood Records Liason	20. TELEPHONE NUMBER 494-3610	the agency.	21. DATE 6/23/88	
DGS 550-4(REVISED 2/87)	•		ITEM 30	

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Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE 20 OF 20
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT
Permits & Licenses  DEFINITION - RECORD SERIES A group of retention and		neous Permits led and used as a unit	for reference as well as
4. RECORDS SERIES TITLE Miscellaneous Registe	r		5 EARLIEST YEAR/LATEST YEAR  1984 / present
These books are prepa	the purpose or function of ared by the Depar	the series)	nits and Licenses
for all permits issue would consist of Fire Collector's and Disposontains the applicat license issued.	e Alarm Systems, sal, Fire Exting	Trailer Permi guisher Servic	ts, Refuse ce Permits. This
7. RECORDS SERIES FORMAT(S) [** LETTER SIZE [ ] MICROFILM [ ] LEGAL SIZE [ ] COMPUTER TAPE	8. RECORDS SERIES SEQUENCE  [] ALPHABETICAL  [] MUMERICAL		9. VOLUME   FILE DRAWER(S)   [] MICROFILM REEL(S)   [] COMPUTER TAPE(S)
[] BOUND BOOK [] PLOPPY DISK	[] CHRONOLOGIC	<b>AL</b>	NUMBER () OTHER(SPECIFY)
[] AUDIO TAPE [] VIDEO TAPE [] OTHER (SPECIFY)	[] GEOGRAPHICAL [] OTHER (SPECIFY)		10. VOLUME   [] FILE DRAWER(S)   [] MICROFILM REEL (S)   [] COMPUTER TAPE(S)   NUMBER [] OTHER(SPECIFY)
11.FILE IS USED  A[] DAILY [] WEEKLY	[] MONTHLY	12. FILE BECOMES I 3 NUMBER	NACTIVE AFTER [] MONTH(S) [\(\frac{\cappa}{\cappa}\) YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOR ROOM 101 of County Of		14. IS RECORDS SERIES DUPLICATED ELSEWHERE?   [] YES [4] NO (If Yes, Specify Agency or Office)	
15. ACCESS RESTRICTIONS [] YES [] NO [ (If yes, cite law(s) & regulation(s)		16. AUDIT REQUIREM   [] NOME []	ENTS STATE [] FEDERAL [] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) [] YES [] NO		18. RECOMMENDED RE   Retain fo   then dest	or three years,
9. NAME AND TITLE OF PREPARER Sharon Kirkwood Records Liason	20. TELEPHONE NUMBER   4	93-3610	
DGS 550-4(REVISED 2/87)			IFM 3'

IFM

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Instructions Type or Print A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  3 / 40  PAGE 49 OF 20
1. DEPARTMENT/AGENCY Permits & Licenses	2. DIVISION Miscellaneous	Permits	3. UNIT
DEFINITION - RECORD SERIES A group of		<del></del>	t for reference as well as
4. RECORDS SERIES TITLE Amusement Device Regi			5 EARLIEST YEAR/LATEST YEAR   1984 /present
Amusement device regifirm or corporation value located within Baltin name, location and ty	the purpose or function of ster is a form who has an inter more County. Th	f the series) filled out by est in any an	v an individual or nusement device
7. RECORDS SERIES FORMAT(S)  [] LETTER SIZE [] MICROFILM  [] LEGAL SIZE [] COMPUTER TAPE  [] BOUND BOOK [] FLOPPY DISK  [] AUDIO TAPE [] VIDEO TAPE  [] OTHER (SPECIFY)	8. RECORDS SERIES	CAL AL	9. VOLUME  [] FILE DRAWER(S)  [] MICROFILM REEL(S)  [] COMPUTER TAPE(S)  NUMBER [] OTHER(SPECIFY)  10. VOLUME  [] FILE DRAWER(S)  [] MICROFILM REEL (S)  [] COMPUTER TAPE(S)  NUMBER [] OTHER(SPECIFY)
11.FILE IS USED [] DAILY [A] WEEKLY	[] MONTHLY	12. FILE BECOMES 3 NUMBER	
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)  Room 101 of County Office Building		14. IS RECORDS SERIES DUPLICATED ELSEWHERE? [] YES [4] NO (If Yes, Specify Agency or Office)	
15. ACCESS RESTRICTIONS [] YES [] NO (If yes, cite law(s) & regulation(s)		16. AUDIT REQUIE	EMENTS   STATE [] FEDERAL [] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) [] YES [] NO		18. RECOMMENDED   Retain   then de	for three years,
9. NAME AND TITLE OF PREPARER		_	

494-3610

Sharon Kirkwood

Records Liason
DGS 550-4(REVISED 2/87)

June 9, 1988

			C630 V
Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  PAGE 18 OP20
1. DEPARTMENT/AGENCY Permits & Licenses	2. DIVISION Misc. Per	rmits	3. UNIT
DEFINITION - RECORD SERIES A group of retention and	elated records normally fi disposition purposes	led and used as a unit	for reference as well as
4. RECORDS SERIES TITLE AMusement Device			5 EARLIEST YEAR/LATEST YEAR 1984 / present
6. RECORDS SERIES DESCRIPTION (Briefly of Include  These are amusement d	the purpose or function of	the series)	
issued the proprietor	he cards also co	usiness in whi ontain the reg	ich the amusement gistration form
7. RECORDS SERIES FORMAT(S) [] LETTER SIZE [] MICROFILM [] LEGAL SIZE [] COMPUTER TAPE [] BOUND BOOK [] PLOPPY DISK	8. RECORDS SERIES SEQUENCE [] ALPHABETICAL [] CHRONOLOGICAL [] GEOGRAPHICAL [] OTHER (SPECIFY)		9. VOLUME  [] FILE DRAWER(S)  [] MICROFILM REEL(S)  [] COMPUTER TAPE(S)  NUMBER [] OTHER(SPECIFY)  10. VOLUME  [] FILE DRAWER(S)  [] MICROFILM REEL (S)  [] COMPUTER TAPE(S)  NUMBER [] OTHER(SPECIFY)
[] AUDIO TAPE [] VIDEO TAPE  [X OTHER (SPECIFY) 5½ x 8½"			
11.FILE IS USED . [] DAILY [X] WEEKLY	[] MONTHLY	12. FILE BECOMES  1  NUMBER	INACTIVE AFTER [] MONTH(S) (学 YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Room 102, County Office Building		14. IS RECORDS SERIES DUPLICATED BLSEWHERE?   [] YES [x] NO (If Yes, Specify Agency or Office)	
15. ACCESS RESTRICTIONS [] YES [] NO (If yes, cite law(s) & regulation(s)		16. AUDIT REQUIREMENTS   [] NONE [] STATE [] FEDERAL [] INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) [] YES [] NO		18. RECOMMENDED RI   Retain   then des	for three years and

20. TELEPHONE NUMBER

494-3610

9. NAME AND TITLE OF PREPARER

DGS 550-4(REVISED 2/87)

Sharon Kirkwood

June 9, 1988

21. DATE

•			, C670
Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD LITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE 17 OF 20
1. DEPARTMENT/AGENCY Permits & Licenses	2. DIVISION Miscellaneous	Permits	3. UNIT
DEFINITION - RECORD SERIES. A group of retention and	elated records normally fi disposition purposes	led and used as a unit	for reference as well as
. RECORDS SERIES TITLE  Day Nursery, Camp and Motel Folders  RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms)			5 EARLIEST YEAR/LATEST YEAR  1984 / present  found in the series.
These are day nursery Department of Permits approved copies of th name and location of the folders are copies	and Licenses. e original appl the respective	The files al ication. The type permit.	so contain the files show the Also, found in
. RECORDS SERIES FORMAT(S) [X LETTER SIZE [] MICROFILM [] LEGAL SIZE [] COMPUTER TAPE	8. RECORDS SERIES SEQUENCE   MALPHABETICAL       CHRONOLOGICAL       GEOGRAPHICAL		9. VOLUME  [] FILE DRAWER(S)  [] MICROFILM REEL(S)  [] COMPUTER TAPE(S)  NUMBER [] OTHER(SPECIFY)  10. VOLUME  [] FILE DRAWER(S)  [] MICROFILM REEL (S)  [] COMPUTER TAPE(S)  NUMBER [] OTHER(SPECIFY)
[] BOUND BOOK [] FLOPPY DISK [] AUDIO TAPE [] VIDEO TAPE [] OTHER (SPECIFY)			
1.FILE IS USED [] DAILY [] WEEKLY	M HONTHLY	12. FILE BECOMES	INACTIVE AFTER [] MONTH(S) [★ YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  Room 101 of County Office Building  15. ACCESS RESTRICTIONS [] YES [] NO  (If yes, cite law(s) & regulation(s)		14. IS RECORDS SERIES DUPLICATED ELSEWHERE? [] YES [] NO (If Yes, Specify Agency or Office)  16. AUDIT REQUIREMENTS [] HONE [] STATE [] FEDERAL [] INDEPENDENT	

20. TELEPHONE NUMBER 494-3610

9. NAME AND TITLE OF PREPARER Sharon Kirkwood

Records Liason

21. DATE

June 9, 1988

	I		C670
Instructions Type or Print A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  PAGE 16 OF 20
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT
Permits & Licenses	Miscellaneous 1	Permits	
DEFINITION - RECORD SERIES A group of retention and	related records normally fi disposition purposes	led and used as a unit	for reference as well as
4. RECORDS SERIES TITLE Taxi Cab Applications	(Ledger)		5 EARLIEST YEAR/LATEST YEAR   1984   present
6. RECORDS SERIES DESCRIPTION (Briefly Include These books are prepa and is a numerical li license number issued	the purpose or function of red by the Depar sting of all app	the series) rtment of Peri	mits and Licenses
7. RECORDS SERIES FORMAT(S)  [X LETTER SIZE [] MICROFILM  [] LEGAL SIZE [] COMPUTER TAPE  [] BOUND BOOK [] PLOPPY DISK  [] AUDIO TAPE [] VIDEO TAPE	8. RECORDS SERIES SEQUENCE [] ALPHABETICAL [] HUMERICAL [] CHRONOLOGICAL [] GEOGRAPHICAL		9. VOLUME [] FILE DRAWER(S) [] MICROFILM REEL(S) [] COMPUTER TAPE(S) [] NUMBER [] OTHER(SPECIFY)  10. VOLUME [] FILE DRAWER(S)
() OTHER (SPECIFY)	[] OTHER (SPEC		[] MICROFILM REBL (S) [] COMPUTER TAPE(S) [] OTHER(SPECIFY)
11.FILE IS USED [] DAILY X WEEKLY	[] MONTHLY	12. FILE BECOMES 3 NUMBER	INACTIVE AFTER [] MONTH(S) [**YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,RO Room 101 of County Of	OM) Efice Building		RIES DUPLICATED ELSEWHERE? (If Yes, Specify Agency or Office)
15. ACCESS RESTRICTIONS [] YES [] NO (If yes, cite law(s) & regulation(s)		16. AUDIT REQUIRE   [] NONE []	MENTS STATE [] FEDERAL [] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) [] YES [] NO		18. RECOMMENDED R   Retain   then des	for three years and
9. NAME AND TITLE OF PREPARER Sharon Kirkwood Records Liason	20. TELEPHONE NUMBER	494-3610	21. DATE June 9, 1988

DGS 550-4(REVISED 2/87)

ITEM 35

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STRUCTIONS TYPE OR PRINT A PARATE FORM FOR EACH NEW OR EVISED RECORDS SERIES. FORWARD TH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  35 40  PAGE 15 OF 20
DEPARTMENT/AGENCY	2. DIVISION		3, UNIT
Permits & Licenses	Miscellaneous Per	mits	
FINITION - RECORD SERIES. A group of retention and	related records normally filed a disposition purposes	nd used as a uni	t for reference as well as
RECORDS SERIES TITLE	**************************************		5 BARLIBST YEAR/LATEST YEAR
Taxi Cab Applications	<b>5</b>		1984 present
These are taxi cab dr Permits and Licenses. the approved applicat show the applicant's pertinent information  RECORDS SERIES FORMAT(S)  [**LETTER SIZE [   MICROFILM  [   LEGAL SIZE [   COMPUTER TAPE  [   BOUND BOOK [   FLOPPY DISK	These files contains and the permit name and residence	ain the de number is , photogra	partment copy of sued. The forms
[] AUDIO TAPE [] VIDEO TAPE [] OTHER (SPECIFY)	[] GEOGRAPHICAL [] OTHER (SPECIFY)		10. VOLUME 
.FILE IS USED [] DAILY MEEKLY	[] MONTHLY	12. FILE BECOMES  1 NUMBER	-
Room 101, County Off:	· ·		ERIES DUPLICATED ELSEWHERE?  O (If Yes, Specify Agency or Office)
6. ACCESS RESTRICTIONS [] YES [] (If yes, cite law(s) & regulation(s		16. AUDIT REQUIR [] NONE [	EMENTS   STATE [] FEDERAL [] INDEPENDENT
. IS AN INDEX SYSTEM USED? (If yes, explain briefly and		18. RECOMMENDED	REPURA

9. NAME AND TITLE OF PREPARER Sharon Kirkwood Records Liason

describe any hardware/software)

[] NO

20. TELEPHONE NUMBER 494-3610

21. DATE

Retain for three years,

then destroy.

June 9, 1988

[] YES

		i	C670 V
Instructions Type or Print A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  36 PAGE 13 OF 20
1. DEPARTMENT/AGENCY Permits & Licenses	2. DIVISION Miscellaneou	s Permits	3. UNIT
DEFINITION - RECORD SERIES A group of retention and	related records normally for disposition purposes	iled and used as a unit	for reference as well as
4. RECORDS SERIES TITLE Bingo Permits and Sum	mation Sheets		5 EARLIEST YEAR/LATEST YEAR 1984 / present
5. RECORDS SERIES DESCRIPTION (Briefly Include	describe the types of info the purpose or function of		found in the series.
	also, contain ms show the nam on where bingo	the approved of e and address is held. Also	copy of the original of the organization o, in the files are
. RECORDS SERIES FORMAT(S) [** LETTER SIZE [ ] MICROFILM [ ] LEGAL SIZE [ ] COMPUTER TAPE	8. RECORDS SERIES SEQUENCE		9. VOLUME
[] BOUND BOOK [] PLOPPY DISK	[] CHRONOLOGIC	CAL	NUMBER [] OTHER(SPECIFY)
[] AUDIO TAPE [] VIDEO TAPE	[] GEOGRAPHICAL [] OTHER (SPECIFY)		10. VOLUME 
11.FILE IS USED  A DAILY [] WEEKLY	[] MONTHLY	12. FILE BECOMES I	INACTIVE APTER [] MONTH(S) [] YEAR(S)
3. CURRENT LOCATION(S) (BLDG.,FLOOR,ROC Room 101, County Offi		14. IS RECORDS SERIES DUPLICATED ELSEWHERE? [] YES [4] NO (If Yes, Specify Agency or Office)	
15. ACCESS RESTRICTIONS [] YES [] NO (If yes, cite law(s) & regulation(s)		16. AUDIT REQUIREM   [] NONE []	MENTS STATE [] FEDERAL [] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any bardware/software) [] YES [] NO		18. RECOMMENDED RE   Retain then des	for three years,
). NAME AND TITLE OF PREPARER Sharon Kirkwood	20. TELEPHONE NUMBER   494-3610		21. DATE   June 9, 1988
Records Liason DGS 550-4(REVISED 2/87)			TTEM 37

	4		
DISTRICTIONS TYPE OR PRINT A EPARATE FORM FOR EACH NEW OR EVISED RECORDS SERIES. FORWARD ITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE 14 OF 20
. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT
Permits & Licenses	Miscellaneous F	Permits	
FINITION - RECORD SERIES A group of retention and	related records normally fi disposition purposes	led and used as a unit	for reference as well as
RECORDS SERIES TITLE Bingo Register			5 EARLIEST YEAR/LATEST YEAR 1984 present
These are records key showing in alphabetic annual, which were is They also show the an department by the vargames which were held	e the purpose or function of ot by the Departm cal order the bir ssued the various mount of profits rious organization	the series)  ment of Permit ngo permits, to s qualifying of or losses rep	es and Licenses temporary and organizations. ported to this
RECORDS SERIES FORMAT(S) [X] LETTER SIZE [] MICROFILM	8. RECORDS SERIES   X  ALPHABETICAL	-	9. VOLUME   FILE DRAWER(S)
[] LEGAL SIZE [] COMPUTER TAPE	[] NUMERICAL		[] COMPUTER TAPE(S)   NUMBER [] OTHER(SPECIFY)
[] BOUND BOOK [] FLOPPY DISK	[] CHRONOLOGIC	AL ·	10. VOLUME
[] AUDIO TAPE [] VIDEO TAPE [] OTHER (SPECIFY)	[] GEOGRAPHICAL		[] FILE DRAWER(S) [] MICROFILM REEL (S) [] COMPUTER TAPE(S) [] OTHER(SPECIFY)
.FILE IS USED [] DAILY [X] WEEKLY	[] MONTHLY	12. FILE BECOMES 1	NACTIVE AFTER [] MONTH(S) [Y YEAR(S)
. CURRENT LOCATION(S) (BLDG.,FLOOR,R Room 101, County Off		14. IS RECORDS SERIES DUPLICATED ELSEWHERE? [] YES [A] NO (If Yes, Specify Agency or Office)	
5. ACCESS RESTRICTIONS [] YES [] NO (If yes, cite law(s) & regulation(s)		16. AUDIT REQUIREMENTS   [] NONE [] STATE [] FEDERAL [] INDEPENDENT	
7. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) [] YES [] NO			or three years,
NAME AND TITLE OF PREPARER Sharon Kirkwood Records Liason	20. TELEPHONE NUMBER 49.	4-3610	21. DATE June 9, 1988
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Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  38 40 PAGE 12 OF 20
1. DEPARTMENT/AGENCY Permits & Licenses DEFINITION - RECORD SERIES A group of r	2. DIVISION  Miscellaneous		3. UNIT
	disposition purposes	ten aun neen ap a nitt	TOU TETETERICE UP METT UP
4. RECORDS SERIES TITLE Trailer Permits			5 EARLIEST YEAR/LATEST YEAR  1985 / present
These are trailer per Licenses. These file tion issued, approval	the purpose or function of mits made out by s contain the de by County Agend ow the applicant	the series)  y the Department copy cies, the copy t's name, addr	ent of Permits and y of the applica- y of the permit ress, location and
7. RECORDS SERIES FORMAT(S)  [X LETTER SIZE [] MICROFILM  [] LEGAL SIZE [] COMPUTER TAPE  [] BOUND BOOK [] FLOPPY DISK	8. RECORDS SERIES SEQUENCE ALPHABETICAL  [] NUMERICAL  [] CHRONOLOGICAL  [] GEOGRAPHICAL  [] OTHER (SPECIPY)		9. VOLUME  [] FILE DRAWER(S)  [] MICROFILM REEL(S)  [] COMPUTER TAPE(S)  [] NUMBER [] OTHER(SPECIFY)
[] AUDIO TAPE [] VIDEO TAPE [] OTHER (SPECIFY)			10. VOLUME
11.FILE IS USED [] DAILY P WEEKLY	[] KONTHLY	12. FILE BECOMES I	NACTIVE AFTER [] MONTH(S) [*x YEAR(S)

20. TELEPHONE NUMBER

494-3610

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

16. AUDIT REQUIREMENTS

18. RECOMMENDED RETENTION

destroy.

[] YES [] NO (If Yes, Specify Agency or Office)

[] NONE [] STATE [] FEDERAL [] INDEPENDENT

Retain for five years and then

6/9/88

38

21. DATE

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

15. ACCESS RESTRICTIONS [] YES [] NO

describe any hardware/software)

[] YES ★] NO

9. NAME AND TITLE OF PREPARER Sharon Kirkwood

DGS 550-4(REVISED 2/87)

Records Liason

(If yes, cite law(s) & regulation(s)

Room 101, County Office Bldg.

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and

			<i>C</i> 630
Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  39 40  PAGE 11 OF 20
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT
Permits & Licenses	Miscellaneous	s Permits	
DEFINITION - RECORD SERIES. A group of retention and	related records normally fi disposition purposes	led and used as a unit	for reference as well as
4. RECORDS SERIES TITLE Eating And Drinking P	ermits		5 EARLIEST YEAR/LATEST YEAR
6. RECORDS SERIES DESCRIPTION (Briefly of Include	describe the types of infor the purpose or function of		found in the series.
These are Eating Drin Permits and Licenses. the application recor copy of the License i address, place of bus	These files co d and approval b ssued. The form	ontain the de by the Health ms show the a	partment copy of Department and a pplicant's name,
7. RECORDS SERIES FORMAT(S) [X LETTER SIZE [] MICROFILM [] LEGAL SIZE [] COMPUTER TAPE	8. RECORDS SERIES SEQUENCE		9. VOLUME   FILE DRAWER(S)
[] BOUND BOOK [] PLOPPY DISK [] AUDIO TAPE [] VIDEO TAPE [] OTHER (SPECIPY)			10. VOLUME
11.FILE IS USED [X DAILY [] WEEKLY	[] MONTHLY	12. FILE BECOMES    3   NUMBER	-
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) Room 101, County Office Building		14. IS RECORDS SERIES DUPLICATED ELSEWHERE?   ½  YES [] NO (If Yes, Specify Agency or Office)   Health Dept.	
15. ACCESS RESTRICTIONS [] YES [] NO (If yes, cite law(s) & regulation(s)		16. AUDIT REQUIRE [] NONE []	MENTS STATE [] FEDERAL [] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) [] YES [] NO		18. RECONMENDED R   Retain f   then des	or three years,

9. NAME AND TITLE OF PREPARER
Sharon Kirkwood
Records Liason
DGS 550-4(REVISED 2/87)

20. TELEPHONE NUMBER
494-3610
June 9, 1988

	,		<u> </u>
Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  40 OF 40  PAGE 19 OF
1. DEPARTMENT/AGENCY Permits & Licenses	2. DIVISION Animal Licenses		3. UNIT
DEFINITION - RECORD SERIES A group of retention and	elated records normally fi disposition purposes	led and used as a unit	for reference as well as
4. RECORDS SERIES TITLE Animal License - Certif	icates	5 EARLIEST YEAR/LATEST YEAR 1987 / 1988	
6. RECORDS SERIES DESCRIPTION (Briefly d Include	escribe the types of infor the purpose or function of		found in the series.
This file contains th Kennel & Duplicate li Animal License Commis age, color & markings number of the owner, the amount of the fee annually.	censes are issuesion showing the of the dog, the the tag number,	ed by the off: e date, the bi e name, addres the Election	ice of the reed, sex, name, ss and telephone District, and
7. RECORDS SERIES FORMAT(S) [] LETTER SIZE [] MICROFILM	8. RECORDS SERIES SEQUENCE [ ALPHABETICAL ] [ MINUMERICAL ] [ CHRONOLOGICAL ] [ GEOGRAPHICAL ] [ OTHER (SPECIFY)		9. VOLUNE [] FILE DRAWER(S) [] MICROFILM REBL(S)
[] LEGAL SIZE [] COMPUTER TAPE [] BOUND BOOK [] PLOPPY DISK			[] COMPUTER TAPE(S)   NUMBER [] OTHER(SPECIFY)
[] AUDIO TAPE [] VIDEO TAPE			10. VOLUME   [] FILE DRAWER(S)
(* OTHER (SPECIFY) 4 " × 8 "			[] MICROFILM REEL (S) [] COMPUTER TAPE(S) [] OTHER (SPECIFY)
11.FILE IS USED  [X DAILY [] WEEKLY	[] KONTHLY	12. FILE BECOMES :	
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)  Room 101, County Office Building		14. IS RECORDS SERIES DUPLICATED ELSEWHERE?   [] YES [] NO (If Yes, Specify Agency or Office)	
15. ACCESS RESTRICTIONS [] YES [] NO (If yes, cite law(s) & regulation(s)		16. AUDIT REQUIREMENTS   [] NONE [] STATE [] FEDERAL [] INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) [] YES [] NO		18. RECOMMENDED RETENTION   Retain for two years, then destroy.	
9. NAME AND TITLE OF PREPARER Sharon Kirkwood Records Liason	20. TELEPHONE NUMBER   494-3610		21. DATE 6/22/88